



*Training Course:  
Building and Evolving a Project Management  
Office (PMO)*

*3 - 7 August 2026  
Cape Town (South Africa)  
DoubleTree by Hilton Cape Town - Upper Eastside*

## Training Course: Building and Evolving a Project Management Office (PMO)

Training Course code: MA234758 From: 3 - 7 August 2026 Venue: Cape Town (South Africa) - DoubleTree by Hilton Cape Town - Upper Eastside Training Course Fees: 6350 € Euro

### Introduction

In today's project-driven organizations, establishing an effective Project Management Office (PMO) is essential for ensuring consistency, governance, and alignment between projects and strategic objectives. The [Project Management Office \(PMO\): Establishment, Governance, and Maturity Development](#) program is designed to equip participants with the knowledge and skills required to design, implement, and continuously improve a PMO.

This program focuses on building a centralized structure that enhances project oversight, standardizes methodologies, and improves portfolio performance. Participants will learn how to develop a PMO vision and charter, implement governance frameworks, and integrate project management with portfolio management to drive organizational success.

By the end of the program, participants will be able to enhance PMO maturity, improve project outcomes, and establish a culture of continuous improvement within their organizations.

### Course Objectives

By the end of this program, participants will be able to:

- Develop a clear vision and charter for a Project Management Office (PMO)
- Design and implement a PMO structure aligned with organizational strategy
- Standardize project management methodologies, processes, and templates
- Integrate project management with portfolio management practices
- Utilize Project Portfolio Management (PPM) tools for automation and efficiency
- Establish performance measurement frameworks and KPIs
- Implement governance models to ensure project compliance and control
- Enhance PMO maturity through continuous improvement initiatives

### Target Audience

This program is designed for:

- Project Managers
- PMO Members and Coordinators
- Project Sponsors
- Functional Managers
- Senior Management
- Professionals interested in project and portfolio management

## Outline

### Day 1 - Establishing the PMO and Defining Its Value

- Introduction to Project Management Offices PMO
- Identifying the value and benefits of a PMO
- Developing a PMO vision and mission
- Creating a PMO charter
- Designing and structuring the PMO
- Assessing current project and portfolio management maturity
- Defining the desired future state to-be state
- Gap analysis and roadmap development for PMO maturity

### Day 2 - Standardization and Process Automation

- Importance of standardizing project management processes
- Developing and implementing standardized methodologies
- Creating templates and documentation standards
- Introduction to Project Portfolio Management PPM systems
- Aligning project execution with portfolio strategy
- Resource and capacity management
- Integrating PPM tools with financial and reporting systems
- Establishing centralized repositories for project data

### Day 3 - Capability Development and PMO Support Functions

- Role of the PMO in supporting project delivery
- Developing project management competencies
- Knowledge management and documentation practices
- Mentoring and coaching project managers
- Balancing resource allocation and career development
- Conducting project audits and reviews
- Providing support for project recovery and performance improvement

### Day 4 - Performance Measurement and Reporting

- Monitoring project and portfolio performance
- Defining Key Performance Indicators KPIs
- Introduction to Earned Value Management EVM
- Measuring project costs, benefits, and progress
- Reporting frameworks and dashboards
- Managing exceptions and identifying at-risk projects
- Supporting decision-making through performance insights

### Day 5 - Governance, Compliance, and Continuous Improvement

- Establishing PMO governance frameworks
- Defining roles and responsibilities in governance structures
- Ensuring compliance with standards and regulations

- Facilitating portfolio management and project prioritization
- Managing change and stakeholder adoption
- Continuous improvement and PMO maturity evolution
- Capturing and applying lessons learned
- Promoting a project management culture within the organization

## Registration form on the Training Course: Building and Evolving a Project Management Office (PMO)

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Company Information

Company Name: .....

Address: .....

City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....

Position: .....

Telephone / Mobile: .....

Personal E-Mail: .....

Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
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### Easy Ways To Register

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